



# City of Nashua

Central Purchasing  
229 Main Street  
Nashua NH 03060  
603-589-3330 Fax: 603-589-3344

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November 4, 2011

## **Request for Proposals**

### **RFP0748-120811 BANDSHELL ACOUSTICAL/AESTHETIC UPGRADES Greeley Park**

The City of Nashua is seeking Design/Build proposals from qualified firms for the design and implementation of measures to mitigate sound leakage from the existing band shell while at the same time providing aesthetic upgrades to the structure. The existing bandshell is a steel frame structure with plywood panels and baffles and a concrete stage platform. The replacement of the existing structure is a viable option, but the City wishes to maintain recognition, in some appropriate fashion, of the contributions of the original benefactors, Dr. Adrian J. Levesque, Sr., and the Rotary Club of Nashua.

## **INSTRUCTIONS TO VENDORS:**

All proposals must be submitted with **one (1) original and one (1) copy** of the same pages, in a sealed envelope or package clearly marked **"Greeley Park Bandshell Acoustical/Aesthetic Upgrades"**. Complete specifications and related documentation is available on our City of Nashua web site, [www.nashuanh.gov](http://www.nashuanh.gov), under Citizen Favorites, Current Bid Opportunities reference **RFP0748-120811**. Results will be posted on the web site, under Bid Results, within twenty-four (24) hours of opening. Please note, because the award will not be based on pricing alone, no dollar amounts will be posted. Please note, the initial selection criteria are included here. Modifications, if any, will be provided at the mandatory pre-bid meeting.

There will be a **MANDATORY pre-bid meeting**, at Parks and Recreation Department, 100 Concord St., Nashua, NH on **Tuesday, November 15, 2011 at 1:30 pm**. You or your representative(s) are **required** to attend this meeting if you intend to submit a proposal. The meeting is an opportunity for the City to overview the project and objectives, and participants to request additional information directly from City staff managing or participating in the project. A tour of the Greeley Park Bandshell will be included.

Proposals must be submitted no later than **3:00 pm, Thursday, December 08, 2011**, c/o Central Purchasing Office, Lower Level, City Hall, 229 Main Street, Nashua, NH 03060 in sealed envelope clearly marked **"Greeley Park Bandshell Acoustical/Aesthetic Upgrades"**. Proposals must be submitted in the format provided and address the items specified in the proposal specifications.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for ninety (90) days following the deadline for proposals, or until the effective date of any resulting contract, whichever is later.

The City of Nashua may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful participant against the City of Nashua.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

While it is the expectation of the City of Nashua to award this contract in whole to a single successful contractor, the City reserves the right, at its sole discretion, to award service engagement contracts to separate independent vendors as it deems appropriate based on qualifications, proposal, pricing, and other relevant criteria, or to elect *not* to award to any bidder.

The City of Nashua reserves the right to revise the scope & deliverables of one or more project segments (or segment tasks or activities) at its sole discretion prior to awarding any contract for that particular segment. In such a case these revisions shall be negotiated between the City and the contractor to reconcile any changes on pricing and performance. Changes after awarding a contract shall be governed by the terms of that agreement.

A sample of the City's contract is attached. Final terms and conditions will be negotiated between the City and the selected finalist prior to the time of award.

The following is the solicitation schedule for this procurement:

	Date	Time
Mandatory Pre-bid Meeting	Tuesday November 15, 2011	1:30 pm Parks and Recreation, 100 Concord St., Nashua, NH
Deadline for Questions to be submitted in writing *	Thursday November 17, 2011	4:00 pm
Answers/clarifications posted	Tuesday November 22, 2011	4:00 pm
Proposal Due	Thursday December 8, 2011	3:00 pm Purchasing Department
Award Date	TBD	TBD

\*All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

Nick Caggiano, Superintendant Parks/Recreation  
Parks and Recreation Department  
100 Concord St.  
Nashua, New Hampshire 03060  
Email: [caggianon@nashuanh.gov](mailto:caggianon@nashuanh.gov)

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the City's RFP Solicitation Coordinator (see above) **no later than Thursday, November 17, 2011 at 4:00 PM**. Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP. Answers to vendor submitted questions and other addenda will be posted under document **RFP0748-120811** on the City of Nashua website; [www.nashuanh.gov](http://www.nashuanh.gov) under Citizen Favorites, Current Bid Opportunities no later than **Tuesday, November 22, 2011**, 2011 at 4:00 pm.

Within ten (10) days of notification of award, and prior to commencement of work, the Contractor shall obtain and forward to the City a Performance Bond and a Payment Bond representing 100% of the contract value.

Prior to commencement with the project, the selected contractor will be required to provide proof of liability insurance as follows:

General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate  
Automobile Liability: \$1,000,000 Combined Single Limit  
Professional Liability: \$2,000,000  
Workers' Compensation: Per State of New Hampshire Statute

**The City of Nashua must be named as an additional insured for the stated project.**

Pursuant to NRO 5-78(F), the purchasing manager shall not solicit a proposal from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this proposal request is void as to anyone who is in default on said payments.

Respectfully,

A handwritten signature in cursive script, appearing to read "J. Cassidy", is written on a light yellow rectangular background.

(Jim Cassidy for)  
Mary Sanchez, CPPB  
Purchasing Agent II  
City of Nashua  
[sanchezm@nashuanh.gov](mailto:sanchezm@nashuanh.gov)

## **Proposal Requirements**

Proposals shall provide sufficient information to allow the City to evaluate your firm's experience and specific approach to the Project.

Organize the proposal in the following format:

Section 1 – Letter of Introduction

Section 2 – Project Approach: Detailed description of specific approach to this project. Include proposed strategy for reviewing existing studies and reports as well as the plan for mitigating sound intrusion to the neighboring properties. In addition, describe an evaluation of the existing structure and its adaptability to acoustic and aesthetic upgrades.

Section 3 – Relevant Experience: List at least 3 similar band shell projects completed by your firm. Provide name and size of project and Owner contact information.

Section 4 – Personnel: List proposed individuals who will be responsible for both field and office work and attach their resumes.

Section 5 – Design Solution: Submit a conceptual plan with elevations and/or a rendering of the proposed design. Briefly describe basic components and materials.

Section 7 – Conceptual Estimate: Prepare a conceptual construction budget estimate broken down by CSI division listing costs and approximate quantities for each division. This estimate will serve as a Not-to-Exceed price for construction.

Section 6 – Fee Proposal: Provide a Lump Sum Fixed Fee Proposal for services including all incidental costs for travel, etc. No separate expense reimbursements will be allowed. Include all-inclusive hourly billing rates for personnel who might be involved on the project under additional services.

## **Selection Process**

The City shall review all proposals and select and rank the three most qualified firms based on the following criteria:

- Proposed approach to the Project
- Past experience in performing similar projects
- Aesthetic and Acoustic Design Solutions
- Fee proposal and project cost
- Qualifications of the proposed project personnel
- Interview

The three short-listed firms will be invited to an interview to present their proposal, shortly after which a final selection will be made and a contract awarded

## **Acoustical Considerations**

**It is important that the design solution demonstrate how the problem of sound leakage will be addressed and to what degree it can be expected to be mitigated or eliminated. For example, previous analyses have proposed the following criteria:**

1. The stage enclosure shall be constructed of solid materials without holes or other openings. The intersection of each of the three walls with the roof shall be sealed such that it is airtight.
2. Sound-absorbing treatment, with a minimum thickness of 2", shall be affixed to the side and rear walls. This treatment shall cover at least 70% of these surfaces, and should extend to a height of at least 15' above the stage.
3. The roof may be constructed of a sound-reflecting material, but should be angled to direct sound from the stage toward the audience area (as the current design does). If the roof is flat, angled reflector panels shall be suspended beneath it to achieve the same goal.

Other measures will be considered if they can be shown to produce similar or better results.

## **Project Background**

The Greeley Park Band Shell was constructed in 1988 following selection of the winner in a band shell design competition. However, the original winning design competition was never fully realized due to a lack of sufficient funding. The structure, intended to be covered with a flowing tent-like material, was never finished.

Existing sound system includes (3) JBL) speakers, QCS 1310 & 900 amplifiers, wireless microphones, but this does not preclude the inclusion of a new system that works in conjunction with the design and that helps produce the dual objectives of: 1. - a rich and rewarding acoustical experience for the performers and audience; and 2. - that sufficiently addresses the legitimate concerns of neighbors.

END OF REQUEST FOR PROPOSALS